

MEMORANDUM

DATE: JUNE 17, 2021

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: MARGARET ORLANDO & LAURA DURHAM, DIVISION CHIEFS
RECREATION SERVICES DIVISION

SUBJECT: PARK AND RECREATION COMMISSION DIVISION UPDATE ITEM

SUMMER UPDATE: All **OSTP Modified Summer Camp Programs** and the **Therapeutic Recreation and Youth Achieving Greatness Programs at Nannie J. Lee** are fully enrolled. There are small waitlists at some locations and center managers are working to accommodate these children as soon as possible. Summer staff hiring has been slow but is still in process and staff will be hired to increase program enrollments as much and soon as possible. All Summer Camps are still operating under CDC Summer Camp guidelines which include cohort groups, distancing, and masks for all elementary age children.

Please see the separate “Summer at a Glance” with information about all summer programs, activities, and facilities.

<https://www.alexandriava.gov/uploadedFiles/recreation/WebBoxes/2021SummerGlance.pdf>

Program Wrap-Ups

- **Charles Houston Recreation Center** partnered with the **Four Mile Run Conservancy** to offer a **Youth and Adult Kayaking** class. Nine participants joined us on the river on May 15. Certified instructor Kurt Moser and some more volunteers from the Four Mile Run Conservancy, taught safety, and the basic techniques you need to enjoy kayaking. All equipment was provided.



- **Charles Houston's Spring Intro and Intermediate Pickleball** Classes will wrap-up on June 25. Intro Classes focused on the fundamentals of pickleball scoring, and rules. Intermediate classes focused on competitive play and taught gamesmanship. Drills include footwork, weight transfer and spin serve.
- **Little Kicks and Me at Patrick Henry** introduces younger children and their families to RPCA sports programs. The program promote physical fitness, helps develop key social skills like sharing, taking turns and sportsmanship. Youth ages 2-3 years are accompanied parent. The program took place on Saturdays, 5/08/2021 to 5/29/2021. There were 9 participants in the program.
- On Tuesday evenings during the month of May 2021 the **Roller Skating for Fitness/Fun** class was held at the **Patrick Henry Recreation Center**. The participants learned how to roll, guidelines for safety, components of an inline and traditional quad roller skate, basic skating skills, proper techniques, and exercises. For beginners to intermediate. Skate Rentals provided. Participants brought their own protective gear: helmet, elbow, wrist, knee pads. There were 5 participants.
- During the month of May 2021 **Patrick Henry** expanded the **Modified Open Gym** days to Mondays, Tuesdays, Thursdays, and Friday evenings. The Patrick Henry Center continue to provide the Modified Open Gym for the teens in the community. All teen participants continued to practice social distance and face masks are worn throughout their visit on the center.
- During the COVID-19 pandemic the **Patrick Henry Recreation Center** conducted a modified **Body Part Aerobic Class**. The class took place on Mondays, 5/17/21 - 6/25/21. This is a low-impact exercise using a chair aerobic workout with slow everyday movements to tone and sculpt the body. the use of chairs will aid in increasing balance, coordination, and flexibility. The modified program was developed to be an outdoor class.
- **Patrick Henry's Pop-up Rec** is a mobile recreation center which promotes active, healthy lifestyles & social engagement, within the City of Alexandria's west end communities, by activating parks & green spaces with programs. The Pop-up Rec allows residents of all ages to engage in recreational sports, fitness programs, games, crafts & community awareness. The program offered many activities for youth, families and seniors throughout the month of May.
- On Wednesdays, from 12pm -1pm, the **Patrick Henry Recreation Center** conducted a revamp senior **Cardio & Weight Training** class. This is a cardio and weight training exercise program that is designed by using our weight and cardio fitness machines in a timed interval system to increase endurance, burn calories, strengthen, and tone muscles and improve flexibility.

Program Updates

- **Charles Houston** continues to offer **teen activities** and programs for youth starting at age 12. Several programs are lined up through the summer, including Arts and Eats, cooking activities, mentoring programs from Project Success, teen movie nights, and fitness.
- The **Family Connections Coordinator** officially started on June 1st with **Smart Beginnings**. This position will be partially based out of the **William Ramsay Recreation**

Center and will work to strengthen the support for families of children 0-3 years old on the west end of Alexandria. Working in concert with Smart Beginnings and ACPS' F.A.C.E program, this position will develop the delivery model for supports to the community and center them at the Ramsay Rec Center.

- On Tuesday evenings during the month of April 2021 the **Roller Skating for Fitness/Fun** class was held at the **Patrick Henry Center**. The participants learned how to roll! Instruction includes guidelines for safety, components of an inline and traditional quad roller skate, basic skating skills, proper techniques, and exercises. For beginners to intermediate.

Upcoming Events

- As a new **Silver Sneakers** member, **Patrick Henry Recreation Center** will begin to offer **Boom MOVE**. A higher intensity dance workout class that improves cardio endurance and burns calories. MOVE is all about breaking a sweat and having fun. The class focuses on cardio endurance by starting with simple dance moves then building into more complex sequences, bringing you a great cardio workout. Classes begin in August.
- The **Classes and Camps section** is excited for the return of our end of session **Dance Recitals** starting this spring at the Fort Ward Amphitheater. Participants in our Lee Center and Patrick Henry Ballet programs can invite 4 family members to watch them perform, complete with costumes and music! We are expecting 38 youth participants ranging in age from 3 to 10 years old.
- **ALIVE!** is expanding their current Truck-to-Trunk at John Adams by adding a walk-up site at the **William Ramsay Recreation Center**. Twice a month, the team from ALIVE! will distribute food to the community.
- Monthly, the team from **ALIVE!** will provide the **William Ramsay Recreation Center** with **Kid's Bags** to distribute to students that attend the elementary summer program and the Hammond Middle School program in the evening.

Special Features

- The City of Alexandria **Workforce Development Group** will be hosting a **job fair** at **Charles Houston on July 17**. There will several local agencies, including RPCA, hiring for childcare positions.

School Year 2021-2022 OSTP Information:

Covid-19 restrictions shut-down the school year program in March 2020 and the pre-registration and registration process for the 2020-2021 school year program did not occur as planned. RPCA did implement the pre-registration process for families with financial hardship throughout the pandemic, using an online and paper survey to determine essential worker and financial assistance status for summer and school year programs. Due to the Covid-19 guidelines, program capacity was limited. This process worked well providing a short timeframe for determining a family's eligibility and placing them in a program location and ensured that RPCA was serving the most vulnerable families with limited resources. Once this pre-registration was completed, an open

registration for all available spaces was conducted on a specific day and time. Although a lottery component was planned if there was more registration than spaces, the lottery was not necessary for the summer 2020 or the 2020-2021 school year programs established for essential workers at Mt. Vernon and Patrick Henry Recreation Centers. RPCA is continuing the pre-registration survey process for financial assistance into the 2021-2022 school year. Pre-registration will be held June 14-19. If necessary, applicants will be placed in an online lottery (Excel program), randomly selecting the order of eligible applicants, and generating a wait list if needed. Once the pre-registration process is completed, any unfilled slots at the program locations will be open for general registration beginning June 30th on a first come/first serve basis. If RPCA is still operating with some CDC guidelines in place in the Fall including distancing and cohort groupings, and/or, staffing levels remain low, capacity for the upcoming school year at most program locations will be reduced and will not meet the anticipated demand for after school care. As guidelines change and additional staff can be added, the maximum enrollment will be increased. RPCA is also requesting school space for expansion of the program; however, that we require additional staffing as well.

A funding proposal for OSTP through the American Rescue Plan Act appears to be headed for approval. After more than a year of virtual schooling due to Covid-19, this funding is intended to support enhanced enrichment opportunities for children in RPCA subsidized Out of School Time Program (OSTP) after school and summer programs to employ vendors or teachers for project-based and social/emotional learning programs. These enrichments will assist with learning loss and will increase academic and social supports to vulnerable children in addition to traditional recreational activities that maintain physical and mental health and wellness. The programs will be held at five locations across the City in FY2022 and FY2023. Children considered most vulnerable will be provided with financial assistance funds to attend OSTP programs free of charge.

Chinquapin Park Recreation Center and Aquatics Facility Summer Closure:

The City of Alexandria's Chinquapin Park Recreation Center and Aquatics Facility (3210 King St.) will **close Saturday, June 26 through Monday, September 6**, for several planned facility improvements and annual cleaning. The scope of the facility improvements requires temporary closure to ensure public safety, reduce cost, expedite the work, and minimize community impact. The work was scheduled to take place during the summer months when the City's outdoor pools are available and there is less demand for indoor swimming.

Planned facility improvements and cleaning, which will be complete when the facility reopens on Tuesday, September 7, include:

- Replastering and cleaning of Chinquapin's Rixse Memorial Pool to improve the longevity, cleanliness, water conservation, appearance, and safety of the pool shell for several years.
- Replacement of the pool and locker room tile flooring to improve the safety, cleanliness, and appearance of the pool deck and locker rooms.
- Removal of wooden pool deck bleachers that have reached the end of their lifespan and can no longer be safely used.

- Refinishing and painting the pool ceiling to improve appearance, cleanliness, lighting, and air quality.
- Replacement of flooring in all club rooms and administrative suites to improve the functionality, appearance, safety, and comfort of the spaces.
- Annual deep cleaning and disinfection of the entire facility to provide a safe and clean space for patrons and employees upon reopening.

Long-term, planned improvement projects that will continue after reopening include:

- Construction of several new universal changing stalls, which will provide more options for individuals and families.
- Construction of a new lifeguard office, which will create a safer and more functional space for the lifeguard rescue team to assist customers who require medical care.
- Skylight replacements to eliminate leaks, improve energy efficiency, and improve lighting and appearance.

Many of the programs and offerings held at Chinquapin Park Recreation Center and Aquatics Facility will be redistributed:

- All non-aquatics classes and camps normally scheduled for the summer will be moved to other recreation centers and parks.
- Swim lessons and water aerobics classes will operate at [City outdoor pools](#).
- Old Town Pool will operate with extended morning hours to accommodate lap swimming.
- Valid Chinquapin passes will be honored at all fitness facilities at [Alexandria Neighborhood Recreation Centers](#). Chinquapin passholders will also be provided an option to suspend their pass during the closure.
- Valid Chinquapin passes and daily admissions will be honored at all [City outdoor pools](#).

Visit the [Chinquapin Park Recreation Center and Aquatics Facility Improvements](#) webpage for additional information on facility improvements.

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 17, 2021

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: JACK BROWAND, ACTING DEPUTY DIRECTOR *JB*
RECREATION, PARKS & CULTURAL ACTIVITIES

BETHANY ZNIDERSIC, DIVISION CHIEF *BZ*
PARK PLANNING, CAPITAL DEVELOPMENT & WATERFRONT

ITEM 5: PARK AND RECREATION COMMISSION DIVISION UPDATE
PARK PLANNING, CAPITAL DEVELOPMENT & WATERFRONT

Capital Improvement Project Update

Project Managers: Bethany Znidersic, Acting Division Chief, Capital Development and Jack Browand, Acting Deputy Director

- **Awarded** - Armistead L. Boothe Park Synthetic Field Conversion Project Design Contract
- **Awarded** - James T. Luckett Restroom Construction Contract
- **Awarded** - Nicolas Colasanto Interactive Fountain Design Contract
- **Awarded** - Multi-Court Athletic Light Replacement (William Ramsay & Armistead Boothe)
- **Awarded** - Swimming Pools Maintenance and Repairs ITB
- **Awarded** - Fort Ward Park Picnic Shelter ADA Access Construction ITB
- **Awarded** - Tree Planting Invitation to Bid
- **In Progress** - Landover Park ADA Access Ramp design
- **In Progress** - Fence Installation, Repair and Removal ITB
- **In Progress** - Landscape Architect of Record Request for Qualifications (RFQU)
- **In Progress** - Architectural Engineering for Eugene Simpson Stadium Park – Ball Fields Renovation (RFQU)
- **In Progress** - Holmes Run Trail Flood Damage Repair Design (RFQU)
- **In Progress** - Holmes Run Bridge Repairs at 4600 Duke ITB
- **Submitted** - Fort Ward Park Playground Renovation Construction ITB
- **Submitted** - Chinquapin Park Playground Renovation (RFQU)
- **Submitted** - Powhatan Park Renovation (RFQU)

Small Area Plan & ACPS Modernization Coordination:

- Landmark Mall
- Eisenhower East
- Potomac Yard North
- Arlandria-Chirilagua
- High School Project Minnie Howard Campus

- Douglas MacArthur Elementary School

Armistead L. Boothe Park Synthetic Field Conversion Project

Project Managers: Bethany Znidersic, Acting Division Chief, Park Planning and Jack Browand, Acting Deputy Director

The Field Replacement project will convert the existing natural turf field to a full synthetic turf diamond field with synthetic turf overlay rectangular field. In addition, the project will include upgrades to the field lighting, dugouts, warm up areas, batting cages, spectator seating, scoreboard, and scorers' table. The site has several environmental constraints, including the floodplain and two Resource Protection Areas (RPA). While the project is unable to remove all encroachments from the 100-foot buffer of the southern RPA, the proposed plan does create a 50-foot buffer from the footprint of the existing field and will remove all existing impervious surfaces out of the 100-foot buffer on the western RPA. A special exception granted by the Planning Commission will be necessary to permit the field within the RPA. The RPA Exception Request was unanimously approved by the Environmental Policy Commission on May 17. The RPA Exception Request will be presented at the Planning Commission public hearing on June 24.

Armistead L. Boothe Park Court Lighting Replacement Update

Project Manager: Daniel Unkle, Urban Planner II, Capital Development

The existing pole lights at the tennis court and basketball court will be removed and replaced with a modern energy savings LED lighting system. Additional repairs will be needed to the court surfacing as part of this project. Work is anticipated to take place in early June. The courts will be closed for a portion of the project.

Chinquapin Recreation Center and Park Parking Lot Renovation

Project Manager: Daniel Unkle, Urban Planner II, Capital Development

Parking lot #3 will receive improvements in summer of 2021. The exiting wood retaining was removed and the new wood wall is currently under construction. In late June the parking lot will be milled and repaved followed by new stripping.

Eugene Simpson Stadium Park Renovation

Project Manager: Bethany Znidersic, Acting Division Chief, Park Planning

Eugene Simpson Stadium Park is one of the six parks in the 2014 Citywide Parks Improvements Plan. A capital improvement program (CIP) project is scheduled in FY2022 and FY2023 to address the Plan recommendations for both diamond fields, parking, picnic areas, ADA, stormwater and site circulation. A solicitation for the project design team is currently in progress. The project will include a community engagement process after the design team is selected.

Joseph Hensley Park Renovation

Project Managers: Bethany Znidersic, Acting Division Chief, Park Planning and Jack Browand, Acting Deputy Director

Joseph Hensley Park will be renovated to address the recommendations of the Citywide Parks Improvement Plan as created in 2014 and amended in 2021. The park design is currently at 90% plans and the renovation will be constructed in two phases. Construction of Phase I is anticipated to start in 2022. On May 5, 2021, City Council added \$3.2 million to the Phase I budget. Funding will be available in FY2022 and will allow the City to move additional improvements from Phase II to Phase I. City staff will work with the design consultant to finalize the list of improvements to add to Phase I based on constructability.

Mount Vernon Elementary School and Recreation Center Ballfield Renovation

Project Manager: Oscar Mendoza, Division Chief, Park Maintenance

The Department of Recreation, Parks & Cultural Activities has contracted with Premier Sport Fields and Hydro-Tech Irrigation to renovate the Mount Vernon Elementary School & Recreation Center ballfield (2701 Commonwealth Ave.). The project work began Monday, May 3 and the field is currently in the establishment phase. Work includes the restoration of approximately 39,600 square feet turf, regrading and the installation of irrigation. The work area will be closed to the public during the installation period. Following the installation, the area will remain closed for approximately two months to allow for turf establishment.

Open Space Steering Committee Update

Project Managers: Judy Lo, Acting Principal Planner, Park Planning and Ana Vicinanzo, Urban Planner II, Park Planning

The Open Space Steering Committee met for a walk along the City's Waterfront on May 20, 2021 to learn about public open space and private open space with public access as they enter into Task 2 of the Policy Plan. Staff is working on wrapping up the definition, purpose, guidelines, and typologies for Task 1. Staff is also working with Planning and Zoning to update the Public Open Space Zone text within the zoning ordinance. The update to the zoning ordinance will be a year-long public process. For more information about the Open Space Policy Plan and the planning process, visit:

<https://www.alexandriava.gov/89491>.

William Ramsay Multi-Purpose Court Lighting Replacement

Project Manager: Daniel Unkle, Urban Planner II, Capital Development

This project replaced the old tennis/futsal court lights at the William Ramsay Recreation Center with a modern energy savings LED lighting system. The project is currently in close out and the lights are currently available for community use.



June 17, 2021 Public Hearing

- **Joseph Hensley Park Plan Amendment**
 - Bethany Znidersic, Acting Division Chief and Jack Browand, Acting Deputy Director

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 17, 2021

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: OSCAR MENDOZA, DIVISION CHIEF - PARK OPERATIONS, RPCA

SUBJECT: PARK OPERATIONS MONTHLY UPDATE

1. PARK AND FACILITIES MAINTENANCE

a. Park Maintenance

- *Resurfacing Simpson Dog Park.*
- *Gmax and HIC testing at the city's playgrounds and athletic fields has begun.*
- *Workplace Safety Slogans were installed at Park Operations. Think Safety First!*

b. Park Facilities Maintenance

- *The maintenance team replaced/repairs the trail lights throughout Ben Brenman and Boothe Park.*
- *The maintenance team made emergency repairs to Chinquapin Garden water spigot.*
- *Irrigation repairs were made at Potomac Yard Park pump station.*

2. URBAN FORESTRY & HORTICULTURE

a. Urban Forestry

- *Welcomed Scott Graham as our new East District Arborist.*
- *Treated ash trees for emerald ash borer.*
- *Monitored cicada emergence and impacts.*

b. Horticulture

- *Chinquapin Community Garden, harvested blueberries during the month of May.*

3. NATURAL LANDS MANAGEMENT

a. Invasive Plant Management and Ecological Restoration

- *Staff removed thousands of Garlic Mustard, Higan Cherry, Burning Bush, Oriental Bittersweet, Porcelain-berry, and*



Simpson Dog Park.



Playground Safety Impact Testing.



Safety First Reminders.

other non-native invasive seedlings and saplings from Dora Kelley Nature Park, Chinquapin Park, Forest Park, Timberbranch Parkway, and Ward's Woods. Staff also foliar-treated all Poison Ivy along N. Van Dorn Street from the bus stop at Fort Ward Park east to Menokin Drive, as well as along trails at Forest Park

- *Staff supervised our contractor, Invasive Plant Control (IPC), in the removal of Callery Pear, Mimosa, Privet, Tree-of-Heaven, Bush Honeysuckle, and other troublesome non-native invasive plants around the Ben Brenman Park pond and at the Duke and Van Dorn interchanges.*

b. Cooperative Initiatives

- *Staff and volunteers continued the implementation of a native pollinator garden at Beverly Park with native plantings.*
- *City Natural Resource Manager worked with Fairfax County Dept. of Land Development Services to protect acidic seepage wetlands along Rynex Drive (Alexandria City-Fairfax County line) abutting Rynex Natural Area.*
- *Staff assisted with a Virginia Tech Dept. of Biomedical Engineering and Mechanics research study of this year's periodic cicadas.*
- *Staff advised the Fairlington Towne Community and others as to potential impacts to cicadas from spraying botanical oils on foliage to repel mosquitos.*
- *Staff continued seasonal monitoring of amphibians in wetland habitats in the City of Alexandria for what will become an annual frog-call survey.*

c. Environmental Review

- *Staff reviewed the proposed Stage II Concept Plan: 4547, 4555, 4575 Seminary Road and provided comments.*

4. JEROME "BUDDIE" FORD NATURE CENTER

a. Programs/Updates

- *This month we conducted a total of 41 school programs on animal adaptations, life cycles, and habitats which included each grade level at Mount Vernon Community School reaching over 780 students.*

School Programs

- *May concluded our virtual SOL programs for the 2020-21 school year.*

Outreach Programs



Light repair at Brenman/Boothe.



Chinquapin Garden spigot repair.



Potomac Yard Park irrigation repairs.



Catalpa blooming at Fort Ward Park.

- *On May 15th we participated in an outreach program at the waterfront. The theme was “Reduce, Reuse, Recycle” and discussed how reducing, reusing, and recycling can help households, the community, and the environment by saving money, energy, and natural resources. The environmental educator provided examples of simple changes that can over time make a big impact.*

Onsite Programs

- *Nothing to report this month.*

b. Volunteers Hours

- *Nothing to report this month.*

c. Noteworthy

- *Nothing to report this month.*



Natural Resources Field Inspector Mary Farrah rediscovered Swamp Water-pennywort in Alexandria at Lake Cook in May. It was last documented downstream at the mouth of Hunting Creek in 1890.



17-year periodic cicada.



Successfully completed Ben Brenman Park pond retrofit project.



A great expanse of Foxglove Beard-tongue in bloom at Four Mile Run Park.

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 17, 2021

TO: PARK AND RECREATION COMMISSION

FROM: BETHANY ZNIDERSIC, ACTING DIVISION CHIEF *BZ*
PARK PLANNING AND CAPITAL DEVELOPMENT

THROUGH: JACK BROWAND, ACTING DEPUTY DIRECTOR *JB*

ITEM 2: PUBLIC HEARING - JOSEPH HENSLEY PARK RENOVATION PLAN
AMENDMENT

ISSUE: Park and Recreation Commission hold a public hearing to receive a staff presentation and receive public comment on the proposed inclusion of the conversion of Softball Field 1 to synthetic turf of the Joseph Hensley Park Renovation Design Plan Amendment to the Citywide Parks Improvements Plan.

RECOMMENDATION: That the Park and Recreation Commission (1) hold a public hearing on proposed inclusion of the conversion of Softball Field 1 to synthetic turf and (2) following the public hearing, endorse the staff recommendation to convert the field to synthetic turf.

BACKGROUND: In the summer of 2012, the Department of Recreation, Parks and Cultural Activities (RPCA) began a multi-year process with the public to develop a Citywide Parks Improvement Plan. The goal of this initiative was to study and understand the existing conditions and future needs for Alexandria's parks that are over 10-acres, municipally owned, and have multiple uses. The Plan was endorsed by the Park and Recreation Commission on April 10, 2014. The Plan includes 14 recommendations for Joseph Hensley Park. The park is funded for design through the Capital Improvement Program (CIP) and will be implemented in phases using CIP funding.

In late 2020 and early 2021 RPCA presented the Joseph Hensley Park Plan Amendment to the Park and Recreation Commission. The plan amendments were unanimously approved by Park and Recreation Commission on January 21, 2021 and the Development Site Plan was approved by Planning Commission in March 2021.

During the open comment period and public hearing for the previous plan amendment, interest was raised regarding converting the natural turf diamond field in the center of the park to synthetic turf. The 2014 Citywide Parks Improvement Plan, Amended in 2021, identifies this field as natural turf.

DISCUSSION: Based on community feedback during the previous amendment process, staff proposes to amend the 2014 plan, as amended in 2021, as follows:

- 1) Add an additional Recommendation 15; Convert upper diamond field to synthetic turf.

Following the presentation to the Park and Recreation Commission on June 17, staff proposes an open comment period through July 14, 2021, and outreach to the Youth Sports Advisory Board.

Staff supports the proposed design and recommends that the amendments to the 2014 Plan, as previously amended in 2021, be adopted.

FISCAL IMPACT: The Joseph Hensley Park Renovation project is funded through the Recreation, Parks and Cultural Activities Capital Improvement Program. Construction of the first phase is budgeted for \$6.6 million.

STAFF:

Jack Browand, Acting Deputy Director, Department of Recreation, Parks & Cultural Activities

Bethany Znidersic, Acting Division Chief, Department of Recreation, Parks & Cultural Activities

Effective July 1, 2021

City of Alexandria Park & Recreation Commission

Electronic Participation Policy

The following policy is established for members' remote electronic participation in Park & Recreation Commission meetings due to:

1. A personal matter
 - a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to a personal matter. The member must identify with specificity the nature of the personal matter.
 - b. A quorum of the Park & Recreation Commission must be physically assembled at the primary or central meeting location.
 - c. The Chair may approve or disapprove the request for electronic participation. If the absent member's remote participation is disapproved because such participation would violate this policy, the basis for the disapproval shall be recorded in the Park & Recreation Commission's minutes. The decision shall be based solely on the criteria in this policy, without regard to the identity of the member or matters that will be considered or voted on during the meeting.
 - d. The Park & Recreation Commission shall record the specific nature of the personal matter and the remote location from which the absent member participated in the Park & Recreation Commission's minutes.
 - e. Participation by the absent member due to a personal matter shall be limited in each calendar year to: (1) two (2) meetings or (2) 25% of the meetings held rounded up to the next whole number, whichever is greater, of the Park & Recreation Commission.
2. A member's temporary or permanent disability or other medical condition or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance
 - a. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to the member's temporary or permanent disability or other medical condition that prevents his or her physical attendance or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance.
 - b. A quorum of the Board must be physically assembled at the primary or central meeting location.
 - c. The Park & Recreation Commission shall record the fact of the member's disability or other medical condition or a family member's medical condition that requires the member to provide care for such family members, thereby preventing the member's physical attendance, and the remote location from which the absent member participated in the Park & Recreation Commission's minutes.
3. For any remote participation, the Park & Recreation Commission shall make arrangements for the voice of the absent member or members to be heard by all persons in attendance at the meeting location.